

## Dallas Animal Services Records Retention Schedule

Records Series Title	Records & Comments	State Retention Number Legal Retention
Audio/Visual Recordings - Closed Meetings	Audiovisual recordings of workshop session of governing bodies in which written minutes are not required and no vote was taken.	GR1000-03f Send to City Secretary's Office immediately (2-year retention)  By law - Government Code, Section 551.104(a)
Photographs, Recordings, and other Audio or Visual Media	Photographic, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects, except such records as noted elsewhere in the state schedules.	Transfer to the Archives Collection in the City Secretary's Office when no longer needed in department (permanent retention)
Publications	Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution. <b>Any publication which receives a PIO number.</b>	Transfer 3 copies to the Archives Collection in the City Secretary's Office as soon as published (permanent retention)
Minutes - Notes	Notes or audiovisual records taken during meeting from which written minutes are prepared.	GR 1000-03B 90 days after approval of minutes <i>Exempt</i>
Minutes - Workshop Audio tapes	Audiovisual recordings of workshop session of governing bodies in which written minutes are not required and no vote was taken.	GR 1000-03D 2 years

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Accident Reports – Injury to Adult	Reports of accidents to adult persons on local government property or in any other situation in which a local government could be party to a law suit.	GR 1000-20A 3 years from date of report if no claim is filed; 3 years after settlement or denial of the claim if a claim is filed, whichever applicable. <b>Retention Note:</b> For reports of work-related injuries and illnesses to employees see GR1050-32.
Contracts, Leases, and Agreements – Contract Administration	Contracts, leases, and agreements, including reports, correspondence, performance bonds, certificates of liability, and similar records related to their negotiation, administration, renewal, or termination. Includes Interlocal Agreements with other government agencies. Include bid specifications and proposal received from winning vendor. <i>Except construction contracts, use GR 1075-16</i>	GR 1000-25 AC + 4 years <b>Note: Send an official record copy of the contract to the City Secretary's Office</b> <b>Retention Note:</b> Review before disposal; some records of this type may merit <b>PERMANENT</b> retention for historical reasons.

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Correspondence and Internal Memoranda and Subject Files - Policy and Program Development	<p>Correspondence and internal memoranda pertaining to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a local government including Council Resolutions and Internal Controls. Includes incoming and copies of outgoing correspondence and internal correspondence and memoranda. May also include subject files, which are collections of correspondence, memos and printed materials on various individuals, activities and topics.</p> <p><b><i>For the actual Policy or Procedure; use GR 1000-38</i></b></p> <p><b><i>Note: Includes general subject files not covered under another retention and departmental copies of records for which the official record copy is in the City Secretary's Office</i></b></p>	<p>GR 1000-26A 4 years</p> <p><b>Retention Note:</b> Review before disposal; some correspondence of this type may merit <b>PERMANENT</b> retention for historical reasons.</p>
Correspondence and Internal Memoranda - Administrative	<p>Correspondence, internal memoranda pertaining to or arising from routine administrative or operation of the policies, programs, services, or projects of a local government following existing policy and programs.</p>	<p>GR 1000-26B 2 years</p> <p><b>Retention Note:</b> Records management officers should use caution before disposal of these records to ensure the records should not be classified under administrative correspondence (GR1000-26a).</p>

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Litigation Case Files – Departmental copies	Including all cases to which a local government is a party unless the case file is of a type noted elsewhere in the schedules.	GR 1000-31 AV after decision of a local government not to file a lawsuit or decision that a lawsuit will not be filed against it; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.  <b>Retention Notes:</b> a) Includes all cases to which a local government is a party unless the case file is of a type noted elsewhere in this or other commission schedules.  b) Review before disposal; some case files may merit <b>PERMANENT</b> retention for historical reasons.  . <i>Exempt</i>

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Open Record Requests	Non-exempted records and withdrawn requests. Includes correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34A Date request for records fulfilled or withdrawn + 1 year <i>Exempt</i>
Open Record Requests	Exempted records. Includes legal opinion, correspondence and other documentation related to the request. Including requests received via e-mail	GR 1000-34B 2 year after notification that records are exempt from disclosure
Policy and Procedures Documentation	Orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing operations or activities of a local government as a whole or any of its departments, programs, services, or projects. <b><i>Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.</i></b>	GR 1000-38 US, expired, or discontinued + 5 years. <b>Retention Note:</b> Review before disposal; some records may merit <b>PERMANENT</b> or long-term retention for historical or legal reasons.
Reports and Planning Studies – if requested by City Council or submitted to state agency	Reports or Studies (Non-Fiscal) submitted to a state agency as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, except documents of similar types noted in this or other commission schedules. <b><i>Note: For reports ordered by City Manager, use 1000-26A (5 years)</i></b> <b><i>Note: If report is submitted to or considered by Council, as reflected in the minutes, the official record copy is in the City Secretary's Office.</i></b>	GR 1000-41A1 Permanent

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Reports and Studies (non-Fiscal) – compiled on less than annual bases	Reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A4 3 years
Work papers used to create Reports and Planning Studies – if requested by City Council or submitted to state agency	Working papers and raw data used to create any report for reports and studies (non-fiscal), monthly, bi-monthly, quarterly, or semi-annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the government body required by law or regulation, on the non-fiscal performance of a department.	GR 1000-41A5 3 years
Work papers used to create Reports and Studies (non-Fiscal) – compiled on less than annual bases	Working papers and raw data used to create any report for activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc. except reports of similar types noted in other commission scheduled. Includes tracking logs.	GR 1000-41A6 1 year  Exempt
Reports and Studies (non-Fiscal) - Activity reports	Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc. except reports of similar types noted in other commission scheduled. Includes tracking logs.	GR 1000-41B 1 year  Exempt

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Waivers of Liability	<p>Includes statements signed by volunteers acknowledging non-entitlement to benefits, agreeing to abide by local government policies, etc.)</p> <p><b>Note: If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. Use retention number GR 1000-20A or B</b></p>	<p>GR 1000-42</p> <p>3 years from date of cessation of activity for which the waiver was signed.</p> <p><b>Retention Note:</b> If an accident occurs to any person covered by a signed waiver of liability, it must be retained for the same period as accident reports. See item number GR1000-20 in this schedule.</p>

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Calendars	Calendars used to document appointments or activities of government officials and employees.	GR 1000-45 CE + 1 year Exempt <b>Retention Note:</b> A record of this type purchased with personal funds, but used by a public official or employee to document his or her work activities may be a local government record and subject to this retention period. See Open Records Decision 635 issued in December 1995 by the Texas Attorney General.
Customer Service Survey	Surveys returned by the customers or clients of a local government, and the statistical data maintained rating a government's performance.	GR 1000-47 Issuance of report on results of the survey + 3 years
Audit Records – Departmental copies and work papers	Annual or biennial or other periodic audits of a department, program, fund. Working papers, summaries, and similar records created for the purposes of conducting an audit. Both Internal and External Auditors. <b>Includes Internal Control Reports.</b> <b>Note: Official record copy of Audit Reports filed in City Secretary's Office (permanent retention)</b>	GR 1025-01E 3 years after all questions have been resolved

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Budget Documentation - Departmental copies and work papers	Working papers created exclusively for the preparation of budgets, including budget requests, justification statements and similar documents. Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests. Encumbrance and expenditure reports. <i>Note: Official record copy of Annual Budget filed in City Secretary's Office (permanent retention)</i>	GR 1025-04C 3 years
Capital Asset Records - Equipment or property inventories	Equipment or property inventories (including sequential number property logs). Information on cost and disposal authorization.	GR 1025-05C US + 3 years
Financial Reports – Departmental copies	Monthly, bi-monthly, quarterly or semi-annual financial reports or statement on the accounts, funds, or projects of a local government create either for internal use or for submission to state agencies as may be required by law or regulation, except reports of similar types noted in this or other commission schedules. Including cost allocation and distribution records, annual transaction summaries, and depreciations schedules.	GR 1025-07A FE + 3 years
Grant Development and Administrative Records	Successful grant applications and proposals and any documentation that modified the terms of a grant. Financial, performance, and compliance reports submitted to granting agencies or sub grantor agencies, or documentation supporting these reports.	GR 1025-08 FE + 3 years
Charge Schedules/ Price Lists	Schedules of prices charged by a local government for services to the public or other governments, including any documentation used to determine the charges.	GR1025-10 US + 3 years.

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Accounts Payable and Disbursement Records – Departmental copies	Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursements to employees for travel or other employment-related expenses. Includes employee expense reports, P-Card documentation, and petty cash records. Requests and authorizations for travel; participation in educational programs, workshops or college classes	GR 1025-26a FE + 3 years
Accounts Receivable Records – Departmental copies	Records documenting the receipt of any monies by a local government that are remittable to the State Comptroller of Including public accounts, cash receipts, cash reports, deposits.	GR 1025-27B Remittance due date + 5 years
Accounts Receivable Records - Accounts deemed un-collectable – Departmental copies	Records of accounts deemed un-collectable, including write-off authorizations.	GR 1025-27E FE of write off + 3 years
Banking Records – Departmental copies	Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliation, notices of interest earned, monetary transport records (including armored car pickup logs) etc.	GR 1025-28 FE + 5 years
Ledgers, Journals, and Entry Documentation – Departmental copies	General ledger showing receipts and expenditures from all accounts and funds of a local government, subsidiary ledgers, receipts, disbursements, general, or subsidiary journals, journal vouchers and entries or similar posting control forms including supporting documents, amendments correspondence, journal entries, and auditor adjustments.	GR 1025-30(1) FE + 5 yrs  <b>Retention Note:</b> Review before disposal; some ledgers may merit <b>PERMANENT</b> retention for historical reasons.

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Disciplinary and Adverse Action Records – Civilian Employees	Records created by personnel or supervisory officers in considering or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings and decisions and judgments.	GR 1050-07(3) 2 years after case closed or action taken
Employee Recognition Records	Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs. <b><i>For records of awards/commendations given to an employee use GR 1050-12D, 1050-12E or 1050-12F.</i></b>	GR 1050-09 2 years
Employee Security Records	Records created to control and monitor the issuance of keys, identification cards, passes or similar instruments of identification and access.	GR 1050-10a US, expiration or date of separation + 2 years
Employee Selection Records	Interviews, interview questions, upgrades, description, job advertisements, written score, employment applications, transcripts, and letters of reference and similar documents whose submission by candidates for vacant positions or for promotion, transfer, or training opportunity (both hires and not hired).	GR 1050-11  By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.  <b>Retention Note:</b> See GR1050-36 for background and criminal history checks.

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Personnel Files – Employee Service Records (Department Personnel File)	Records about an employee. Applications, resume, awards, commendations, certifications, licenses, conflict of interest forms, P-2 forms, training records including training on hazardous materials, etc. <i>Note: If employee transfers to another city department send file to the new department. Human Resources maintains the official personnel file.</i>	GR 1050-12D Date of Separation from the city + 5 years
Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	GR 1050-20 Final decision + 2 years <b>Retention Note:</b> Do not confuse these records with those involving EEO complaints [see item number GR1050-16(c)].
Medical and Exposure Records	Health or physical examination reports or certificates for all applicants and employees if required for position. Includes random drug or alcohol tests.	GR 1050-22A 2 years from the date of creation or personnel action involved, whichever is later. By regulation - 29 CFR 1602.31, 1602.40, and 1602.49.
Work Schedules	Work, duty, shift, crew, or case schedule, rosters, or assignments.	GR 1050-31 1 year <i>Exempt</i>

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Workers Compensation Claim Files – Department Copy	RM1A claims, TWCC reports, salary continuation, doctor’s reports, Order for Medical Treatment (OMTs), all notes from meetings or phone conversations. <i>Note: Human Resource copy retained 50 years (GR1050-32b(1)).</i>	GR 1050-32A CE of closure of claim + 5 years  By regulation - 29 CFR 1904.33.  <b>Retention Note:</b> If a claim is filed as a result of the accident or illness any forms or reports related to the incident must be retained under GR1050-32b.
Criminal History Checks	Used for condition of or in conjunction with employment application.	GR1050-36 End of employee’s probationary period or after immediate purpose has been fulfilled, as applicable.
Volunteer Service Files	Information about individual volunteers and duties they perform.	GR1050-39 US or date of separation + 3 years.
Inventory Records	Inventory parts records for parts and supplies	GR 1075-02 1 year Exempt

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Purchase Order and Receipt Records – Departmental copies	Purchase Orders, requisitions, and receiving reports. Purchasing log, register or similar record providing a chronological record of purchase orders issued, orders received and similar data on procurement status	GR 1075-03A FE + 3 years
Accident and Damage Reports (Property) – Departmental copies	Reports of accidents or damage to facilities, vehicles, or equipment if no personal injury is involved.	GR 1075-15 3 years <b>Retention Note:</b> For accident reports involving personal injury see item numbers GR1000-20 and GR1050-32.
Lost and Stolen Property reports	Lost and Stolen Property reports	GR 1075-17 FE + 3 years
Maintenance, Repair and Inspection Records of Vehicles, Equipment, and Facilities - Routine	Records documenting routine inspection of facilities, vehicles and equipment. Routine cleaning, janitorial and inspection work	GR 1075-18A1 1 year <i>Exempt</i>
Maintenance, Repair and Inspection Records of Vehicles and Equipment - Maintenance and repair records	Records documenting the maintenance and repair to general-purpose vehicles, office equipment, and office facilities. <b>Retention Note: If a vehicle is junked as the result of an accident, retained maintenance &amp; repair records for LA + 1 year. For marked vehicles use PS 4050-04A1</b>	GR 1075-18A2 LA

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Facilities -Non-routine maintenance, repair and inspection	Non-routine facility maintenance, repair and inspection records. Including those relating to plumbing, electrical, fire suppression, and other infrastructure systems. <i>Note: Records of the types described relating to government-owned structures or places eligible for or already listed as historic by national, state, or local organizations or authorities must be retained PERMANENTLY</i>	GR 1075-18B2 3 years
Usage Reports - If reports used for allocating costs	Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc. Reports of usage of facilities, vehicles, or equipment.	GR 1075-20B After return or reassignment + 2 years.
Usage Reports - Reservation logs, Vehicle Assignment Records	Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc. by the public or other governmental agencies. Assignment logs, authorizations, and similar records relating to the assignment and use of government-owned vehicles by employees.	GR 1075-20B 2 years
Visitor Control Registers	Logs, registers, or similar records documenting visitors to limited access or restricted areas.	GR 1075-22 3 years
Material Safety Data Sheets (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	GR 5750-05 US or chemical no longer present <i>Exempt</i>
Activity Reports and Logs	Daily or weekly activity reports or logs on animal shelter or animal control operations, including field officer reports, kennel log sheets, statistical summaries, logs of response to animal-related incidents, etc.	HR 4850-01 1 year

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Animal Bite Records - Adults	Records of investigation of bites by animals, including reports or copies of reports by or to physicians, veterinarians, health officers, animal shelter personnel, law enforcement officers, or the Texas Department of Health; quarantine reports relating to the observation and testing of the animal; and similar records pertinent to the disposition of animal bite incidents.	HR 4850-02A 3 years
Animal Bite Records - Minors	Records of investigation of bites by animals, including reports or copies of reports by or to physicians, veterinarians, health officers, animal shelter personnel, law enforcement officers, or the Texas Department of Health; quarantine reports relating to the observation and testing of the animal; and similar records pertinent to the disposition of animal bite incidents.	HR 4850-02B 21 years
Animal Permit and License Records - Granted	Applications for and copies of permits or licenses issued to pet owners, kennel or wildlife exhibit operators, and other persons pursuant to local ordinance or order. Includes applications and authorizations for variances or exemptions from animal control licensing regulations.	HR 4850-03A1 Expiration or revocation + 3 years
Animal Permit and License Records - Denied	Denied applications for permits or licenses issued to pet owners, kennel or wildlife exhibit operators, and other persons pursuant to local ordinance or order. Includes denied applications and authorizations for variances or exemptions from animal control licensing regulations.	HR 4850-03A2 1 year <i>Exempt</i>
Animal Permit and License Records - Log	Logs or reports of permits or licenses and variances or exemptions issued.	HR 4850-03C 2 years
Animal Shelter Control Records	Records of each animal received at an animal shelter, including data relating to its admission and condition and its reclamation, adoption, sale, or destruction.	HR 4850-04 1 year <i>Exempt</i>

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Citations, Notifications of Violations, And Warning Notices	Animal control officer's copies of these instruments issued to members of the public or businesses subject to state and local animal control regulations, including documents verifying that the violations have been corrected.	HR 4850-05 Verification of correction + 3 years
Complaints - Animal Control	Complaints received from the public or from other agencies regarding animal control issues, including possible violations of animal control regulations.	HR 4850-06 Resolution or dismissal of the complaint + 3 years
Communicable Disease Reports	Copies of reports of actual or suspected rabies, anthrax, brucellosis, or other reportable communicable diseases of animals or humans submitted by veterinarians or other personnel employed by an animal shelter to a local health authority.	HR 4850-07 3 years
Controlled Substance and Dangerous Drug Records	Veterinary controlled substances logs and inventories. Record of each acquisition and each disposal of a dangerous drug. Copy 3 of triplicate prescription form used to prescribe a controlled substance.	HR 4850-08 2 years
Reports of Lost Animals	Logs, registers, or reports of lost, strayed, or stolen animals.	HR 4850-09 1 year <i>Exempt</i>
Rabies Vaccination Certificates	Copies of certificates of rabies vaccinations performed by veterinarians.	HR 4850-10 Date of issuance + 5 years
Shelter and Quarantine Facility Inspection Reports	Annual inspection reports of publicly-owned animal shelters by a licensed veterinarian as required by Health and Safety Code, Section 823.003(d). Annual or other periodic inspection reports by personnel of the Texas Department of Health of a shelter as an animal quarantine facility, including any documentation relating to the correction of deficiencies or to an appeal of report findings.	HR 4850-11 3 years

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Sterilization Documentation	Sterilization agreements, veterinary reports that sterilization would jeopardize animal's life, confirmation of sterilization, letters stating animal has died or been lost or stolen before sterilization, notices of failure to receive letters of confirmation, and records of reclamation from owners.	HR 4850-12 1 year <i>Exempt</i>

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Prepared by: Briena Dart 11/13/2020  
xxxx Date  
Records Liaison Officer  
Dallas Animal Services

Reviewed by: *Peter A. Kurilecz* 2020 11 13  
Peter A. Kurilecz CRM CA IGP Date  
Records Management Officer  
City Secretary's Office

Approved by: *Ed Jamison* November 13, 2020  
Ed Jamison Date  
Director  
Dallas Animal Services

Revised December 13, 2015: Revised the General Records (GR) Retention Schedule as approved by the Texas State Library and Archives Commission effective September 15, 2015.

Revisions 9/10/20 to reflect changes in Texas State Library schedules with revised descriptions, retention numbers, retention periods and new record series

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